

## Payroll Status\_Updating

Transaction Code:  
PA30

**Purpose** Use this procedure to change the **Earl. Pers. RA date** on Infotype **Payroll Status (0003)** that has been updated by the Retro Solution Process completed by the Department of Personnel



Effective June 22, 2010, the Department of Personnel will begin to run an additional process on each of the Day 4 payroll processing days. This new process will automatically update each employees **Earl. Pers.RA date** (designated point in time in the past where any Master Data updates would be prevented which have an effect on Payroll calculations) on the **Payroll Status (0003)**.

The new date will be the first day of the pay period 6 months (12 pay periods) prior to current payroll period:

**Example:** On June 22, 2010, the Retro Solution process will begin, setting all employees' **Earl. Pers. RA date** on Infotype **Payroll Status (0003)** to 1/1/2010)



**Exception:** If the employees' current **Earl. Pers.RA date** exists and the time period is less than the calculated date. To identify employees whose **Payroll Status (0003)** was not updated, run the **Retro Date Exception Report (ZHR\_RPTPN36)**

The purpose of the Retro Solution is to help eliminate retro entries made in error.

**Example:** An employee had an appointment change effective **5/1/2010**, yet the start date of the appointment change was keyed in as **5/1/2009**. The system is going to error with the following message: '**Change too far in payroll past XX/XX/XXXX**' the end user will need to determine if the date is correct that they are trying to enter into HRMS, if it is, will need to update the employees' **Earl. Pers. RA date** on Infotype **Payroll Status (0003)**

**Trigger** Use this procedure to change the date on the **Payroll Status (0003)**, **Earl. Pers. RA date**.

**Prerequisites** You have verified that the **Earl. Pers.RA date** on the **Payroll Status (0003)** needs to be updated to enter information into HRMS retroactively.










**End User Roles** In order to perform this transaction you must be assigned one of the following roles:  
Payroll processor

Change History	Change Description
5/5/2010	Procedure created

**Menu Path**            Human Resources → Personnel Management → Administration → HR Master Data  
→ Maintain.

**Transaction Code**   PA30

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<p><b>Example:</b>  Make an entry in all required fields.</p> <p><b>Action:</b> Fix the problem(s) and then click  (Enter) to validate and proceed.</p>
<b>Warning</b> 	<p><b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end.</p> <p><b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.</p>
<b>Confirmation</b>  or 	<p><b>Example:</b>  Save your entries.</p> <p><b>Action:</b> Perform the required action to proceed.</p>

## Procedure

### Scenario:

The payroll office has just been notified of an action that was not entered into HRMS for an employee. It is now a year after the information should have been keyed in. The payroll processor has verified that the information is correct and needs to be keyed into HRMS. The payroll processor tries to enter the information into HRMS and receives the error message

**“Change too far in payroll past (payroll date XX/XX/XXXX)”**



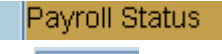



To clear this error and be able to enter the information into HRMS, the payroll processor must update the employee's **Payroll Status (0003)**.

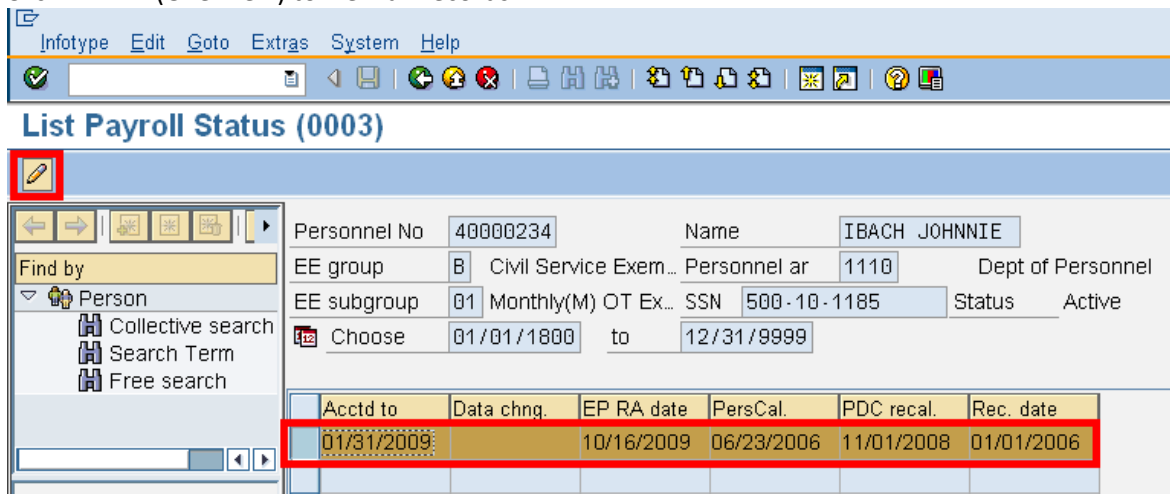
1. Start the transaction using the transaction code **PA30**.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no	R	The employee's unique identifying number.

		<b>Example:</b> 40000234
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- 3 Click  (Enter) to validate the Personnel Number
- 4 Click  tab
- 5 Click the box to the left of  to select
- 6 Select  All Under the  section
- 7 Click  (Overview) to view all records



**List Payroll Status (0003)**


Personnel No: 40000234 Name: IBACH JOHNNIE

EE group: B Civil Service Exem... Personnel ar: 1110 Dept of Personnel

EE subgroup: 01 Monthly(M) OT Ex... SSN: 500-10-1185 Status: Active

Choose: 01/01/1800 to 12/31/9999

Acctd to	Data chng.	EP RA date	PersCal.	PDC recal.	Rec. date
01/31/2009	10/16/2009	06/23/2006	11/01/2008	01/01/2006	

8. Click the box to the left of the record
9. Click  (Change) to update the **Payroll Status (0003)**

Infotype Edit Goto Extras System Help

Change Payroll Status (0003)

Payroll correction

Personnel No 40000234 Name IBACH JOHNNIE

EE group B Civil Service Exem... Personnel ar 1110 Dept of Personnel

EE subgroup 01 Monthly(M) OT Ex... SSN 500-10-1185 Status Active

Chng 05/05/2010 KELLYW

Payroll/Retroactive Accounting

Earl.pers. RA date 10/16/2009 Accounted to 01/31/2009

Run payroll up to Earliest MD change

Do not account after Mast.data chng.bonus Bonus Info

☐ Pers.no.locked ☐ Payroll correction

Time evaluation

Earl.pers.rec.date 01/01/2006 Pers.calendar from 06/23/2006

PDC recalculation 11/01/2008

☐ PDC error indicator

Other data

Initial input 01/21/2006 19:26:07

10. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
<b>Earl. Pers. RA date</b>	R	<p>Defines the date in the payroll past, up to which master and time data changes are allowed, as well as the date up to which the system carries out retroactive account.</p> <p>Example: An employee is rehired on 3/10/2009. The date would be 3/1/2009 (or the first day of the payroll period).</p> <p><b>Example:</b> 1/1/2009</p>

**Change Payroll Status (0003)**

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11. Click  (Enter) to validate your entries

12. Click  (Save) to save entries.

### Results

You have successfully updated the **Earl. Pers. RA date** for your employee and will now be able to complete the retro action.